

# REQUEST FOR PROPOSAL

RFP Number # PRNS-CSD-08-09-01

## RFP NAME: SAFE SUMMER INITIATIVE

The City of San Jose Parks, Recreation and Neighborhood Services (PRNS or "City") is seeking well qualified government agencies, private non-profit agency with 501(c) (3) status or any recognizable association of people with a fiscal agent who agrees to abide by the City's grant agreement on behalf of the association to provide safe and fun recreation opportunities to gang-impacted and gang involved youth.

RFP release date:	July 1, 2008
Contact name: Address:  Phone:  Fax:  E-mail address:	Ellen Horstman 200 East Santa Clara Street San Jose, CA 95113  408-535-3576  408-292-6435  Ellen.horstman@sanjoseca.gov
Applications may be picked up at reception desk at the address specified on the right  Or  Applications can also be downloaded from the internet at the sites specified on the right	Parks, Recreation and Neighborhood Services, 200 East Santa Clara Street, 9 <sup>th</sup> Floor Reception Desk San José, CA 95113  <a href="http://www.sanjoseca.gov/prns/mgptf.asp">http://www.sanjoseca.gov/prns/mgptf.asp</a> <a href="http://www.sanjoseca.gov/mayor">http://www.sanjoseca.gov/mayor</a>
RFP due date:  Time:  Location:	Phase 1: Monday, July 7, 2008 Phase 2: Monday, July 14, 2008 <b>Both dates 3:00 PM</b>  200 East Santa Clara Street 9 <sup>th</sup> Floor Reception Desk, San Jose, California 95113  Please note the following: 1. Proposals submitted after the deadline in Phase One will be automatically considered under Phase Two 2. Late, Email, Post-marked, faxed or incomplete applications will not be considered 3. Proposals submitted in Phase Two will be considered only upon availability of funds and after all recommended projects in Phase One have been funded

## 1 **BACKGROUND**

On June 17<sup>th</sup>, the Mayor and the City Council approved an additional \$242, 804 to be administered by PRNS through the San José Bringing Everyone's Strength Together (BEST) program. The San José BEST program is the funding arm of the Mayor's Gang Prevention Task Force (MGPTF). This inter-agency Task Force is composed of representatives from City and County government, law enforcement agencies, school districts, local service agencies and community groups. On June 27<sup>th</sup>, 2008, the Office of the Santa Clara District Attorney announced an additional \$100,000 to be added to the City's original amount for a total amount of \$342,804.

## 2 **SCOPE OF WORK**

The goal of the Safe Summer Initiative is to provide safe and fun recreational opportunity to both gang-impacted and gang-involved youth. Program must address a continuum of care services including prevention, intervention, after-care and suppression. Eligible services must provide a safe and fun alternative to all youth with an emphasis on gang-impacted or gang-involved youth that addresses the continuum of care through prevention, intervention, after-care and suppression. Services may include but not limited to: Youth Outings, Street Outreach, Block parties, Extended recreational opportunities for youth, Sports Tournaments

## 3 **DESIRED QUALIFICATIONS**

- Applicants must be one of the following entities:
  - A government agency
  - A private non-profit agency with 501(c) (3) status.
  - Any existing **recognizable unincorporated association** of people **with by-laws, officers and a business location with a fiscal agent** who is a 501(c) (3) who agrees to abide by the City's grant agreement on behalf of the association. The fiscal agent will be the legal representative of the project and may only be used once, shall sign the grant agreement and be responsible for the performance of the grant agreement. Funds approved for the project will be awarded to the fiscal agent and the contract for award of grant funds will be made between the City and the fiscal agent. The fiscal agent must sign **Form I** in this packet, which shows agreement to apply for funding on behalf of the association and to comply with the responsibilities of a fiscal agent. The fiscal agent must also show proof that it is either a government agency, or a private non-profit agency with 501(c) (3) status.

Target Areas and Population:

All Police Divisions (Central, Western, Foothill and Southern) with a special emphasis in areas considered as "Hot Spot" areas:

- **Central Division:** Jeannie / Forestdale (McKinley N. Center), Peter Burnett Middle School, and 24<sup>th</sup> & Julian (San Jose High School)
- **Foothill Division:** Poco/Sunset – Lee Mathson MS / Independence HS, Kolmar Apts. (Capital / Story) and Pop's Liquor (Ocala/King)
- **Western Division:** Washington United Youth Center, Cadillac/Del Mar High School & Rosemary Elementary and Alma Youth Center
- **Southern Division:** Andrew Hill / Solari Park / Singleton Area, Oak Grove High School and Roundtable / Edenvale Area.

#### **4 TERM OF AGREEMENT**

It is anticipated that the term of this agreement will be effective through September 30, 2008 assuming a contract start date of July 14<sup>th</sup> (Phase One) or the July 21<sup>st</sup>, 2008 (Phase Two) Staff will work with service providers to develop grant agreements. Any work done prior to the contract period under each phase may be at the contractor's expense.

#### **5 GRANT AMOUNTS**

Eligible grant amounts range from a minimum of \$1,000 to a maximum of \$50,000.

#### **6 SUBMITTAL REQUIREMENTS**

##### **GENERAL**

To apply for funding under the Safe Summer Initiative of the San José B.E.S.T. grant program applicants must meet all ENTRY CRITERIA at the time of submittal. **Applicants who do not meet all entry criteria will not be considered for funding, and no evaluation of the proposal will be made.** Applications submitted must be responsive to all proposal instructions and requirements.

##### **Application Packet**

##### **6.1.1 Attachment A– Proposal Certification**

#### **7 SELECTION PROCESS AND EVALUATION CRITERIA**

##### **7.1 SELECTION PROCESS**

City staff will evaluate proposal submissions. The City reserves the right to interview prospective firms/individuals prior to making its selection. The City also reserves the right to rely on information from sources other than the information provided by the respondents. Proposals will be evaluated based on proposal responsiveness, viability of services proposed, cost effectiveness and ability to reach target population.

*Phase Two applicants will be awarded based on the availability of funds and after all recommended projects in Phase One have been funded.*

#### **8 DISBURSEMENTS**

**8.1** Subject to Grantee's compliance with all requirements and prompt execution of City's grant agreement, Grantees will receive their grants according to the schedule set forth below:

##### **For Grant Awards less than \$20,000**

The first installment (80% of award) will be disbursed upon execution of a grant agreement with the City. The remainder (20% of award) will be disbursed when the project has been completed and a Final Report has been submitted and approved.

#### For Grant Awards over \$20,000

The first installment \$16,000 will be disbursed upon execution of a grant agreement with the City. The remainder will be disbursed according to the schedule below:

1. 50% of the remainder of the grant awarded will be disbursed upon submission of an invoice showing expenditures exceeding the first installment.
2. The remaining amount will be disbursed when the project has been completed and a Final Report has been submitted and approved.

## **9 NOTIFICATIONS**

**9.1** Applicants will be notified by email of the status of their grant request. You may also call the Office of San José BEST on the dates specified to receive notification on the status of your application.

Phase One - July 10, 2008

Phase Two - July 17, 2008

**9.2** Grant recipients must acknowledge City of San José support in all appropriate materials/media.

## **10 GROUNDS FOR DISQUALIFICATION**

**10.1** All Proposers are expected to have read and understood Council Policy 0-35 on Procurement and Contract Process Integrity and Conflict of Interest adopted on February 6, 2007. A complete copy of the policy can be found at:

[http://www.sanjoseca.gov/purchasing/pdf/Policy0\\_35.pdf](http://www.sanjoseca.gov/purchasing/pdf/Policy0_35.pdf). Any proposer who violates the Policy will be subject to disqualification. Generally, the grounds for disqualification include:

**10.1.1** Contact regarding this procurement with any City official or employee or Evaluation team other than the Procurement Contact from the time of issuance of this solicitation until the end of the protest period.

**10.1.2** Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms, or conditions of this proposal.

**10.1.3** Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications.

**10.1.4** Evidence of submitting incorrect information in the response to a solicitation or misrepresent or fail to disclose material facts during the evaluation process.

**10.2** In addition to violations of the Process Integrity Guidelines, the following conduct may also result in disqualification:

**10.2.1** Offering gifts or souvenirs, even of minimal value, to City officers or employees.

**10.2.2** Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City.

**10.2.3** Evidence of Proposer's inability to successfully complete the responsibilities and obligations of the proposal.

**10.2.4** Proposer's default under any City agreement, resulting in termination of such Agreement.

## **11 CONFLICT OF INTEREST**

**11.1** In order to avoid a conflict of interest or the perception of a conflict of interest, proposer(s) selected to provide services under this RFP will be subject to the following requirements:

**11.2** The proposer(s) selected under this RFP will be precluded from submitting proposals or bids as a prime contractor or subcontractor for any future procurement with the City if the specifications for such procurements were developed or influenced by the work performed under the agreement(s) resulting from this RFP.

**11.3** Proposer(s) may not have any interest in any potential proposer for future City procurements that may result from the work performed under the agreement resulting from this RFP.

## **12 GENERAL INFORMATION**

**12.1** Responses will be evaluated as outlined in Section 7

**12.2** City reserves the right to accept an offer in full, or in part, or to reject all offers.

**12.3** Staff will work with service providers to develop final grant agreements for execution. Failure of service provider to sign the grant agreement promptly upon presentation by City shall be grounds for rescission of recommendation of grant award.

**12.4** You must respond to this RFP by the due date and time as stated on the cover sheet of this document in order for your proposal to be considered.

**12.5** The successful proposer will be required to demonstrate evidence of insurance.

**12.6** All questions/inquiries must be made through the contact listed on the cover sheet of this document, via e-mail. Contact with representative(s) other than name listed in this RFP is grounds for disqualification.

**12.7** All costs associated with responding to this request are to be borne by the respondent.

**12.8** It is the City's policy that the selected firm shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of San José contracts.

## **13 PUBLIC NATURE OF PROPOSAL MATERIAL**

**13.1** All correspondence with the City including responses to this RFP will become the exclusive property of the City and will become public records under the California Public Records Act (Cal. Government Code section 6250 et seq.) All documents that you send to the City will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement.

**13.2** Therefore, any proposal which contains language purporting to render all or significant portions of their proposal "Confidential", "Trade Secret" or "Proprietary", or fails to provide the exemption information required as described below will be considered a public record in its entirety subject to the procedures in Section 12.5.

**13.3** Do not mark your entire proposal as "confidential".

**13.4** The City will not disclose any part of any proposal before it announces a recommendation for award, on the ground that there is a substantial public interest in not disclosing proposals during the evaluation process. After the announcement of a recommended award, all proposals received in response to this RFP will be subject to public disclosure. If you believe that there are portion(s) of your proposal which are exempt from disclosure under the Public Records Act, you must mark it as such and state the specific provision in the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if you submit trade secret information, you must plainly mark the information as "Trade Secret" and refer to the appropriate section of the Public records Act which provides the exemption as well as the factual basis for claiming the exemption.

**13.5** Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of San José may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked “Confidential”, “Trade Secret” or “Proprietary”, the City will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. Public Document

## **14 OBJECTIONS AND PROTESTS**

### **14.1 OBJECTIONS**

**14.1.1** Any objections as to the structure, content or distribution of this RFP must be submitted in writing to the contact listed below. Objections must be as specific as possible, and identify the RFP section number and title, as well as a description and rationale for the objection.

### **14.2 PROTESTS**

**14.2.1** If an unsuccessful Proposer wants to dispute the award recommendation, the Protest must be submitted in writing to the person and address listed in Section below no later than four calendar days after announcement of the successful Proposer, detailing the grounds, factual basis and providing all supporting information. Protests will not be considered for disputes of proposal requirements and specifications, which must be addressed in accordance with the above Section. Failure to submit a timely written Protest to the contact listed below will bar consideration of the Protest.

**14.3** The address for submitting objections or protests is:

Attention:

Albert Balagso, Director of Parks, Recreation and Neighborhood Services  
c/o Abraham Chacko, Senior Analyst  
200 East Santa Clara Street, 9<sup>th</sup> Floor  
San Jose, CA 95113

## REQUEST FOR PROPOSAL APPLICATION FORM

Fiscal Year 08-09

### Submittal Deadlines:

**Phase One: Monday, July 07, 2008, 3:00 pm**

(Services Start Date: July 14, 2008)

**Phase Two: Monday, July 14, 2008, 3:00 pm  
(Based on availability of funds)**

(Services Start Date: July 21, 2008)

**NOTE:** When completing the application, please type or handwrite legibly. Attach additional sheets of paper, if necessary, and clearly identify your responses to questions. Thank you.

### Contact Information

Salutation	
First name	
Last name	
Title	
Address	
City	
State	
Zip	
Telephone	
Fax	
Email Address	
Contact Type	

### Organization Information

Legal name of the Organization	
Address	
City	
Zip	
County	
Telephone	
Fax	
Email	
Website	
Organization type	
Name of liability insurance company	
Policy Number	

### Program Information

Summer Youth Program Project Title	
Site name	

Site Address	
Site City	
Site zip	
City Council District where services will take place	
Site contact person	
Site contact title	
Site Contact person email address	
Project Description	
Program start date	
Program end date	
Specific hours of service (All hours eligible with special emphasis on late afternoon, evening, late-night and weekend hours)	
Number of program hours per day	
Number of program days per week	
Number of program weeks during summer	
Number of New youth served if grant is awarded	
Program Goals (What do you hope to achieve as a result of providing these services)	



**Program Financials**

Total Budget	
Requested Grant amount	
How Grant Request funds will be used	

**Target Population**

Describe your Target Population	
Unduplicated new youth served	
Total youth served	
Youth Staff ratio	

## FORM I – STATEMENT OF FISCAL AGENT RESPONSIBILITIES

\_\_\_\_\_ shall act as a fiscal agent  
for \_\_\_\_\_  
(Agency)  
\_\_\_\_\_ for its  
(Applicant)  
\_\_\_\_\_. The applicant has or will  
submit \_\_\_\_\_  
(Applicant's Project)

a grant application for the City of San José's San José B.E.S.T. Safe Summer Initiative program.

If the project is awarded funds, the fiscal agent shall accept the following responsibilities:

- Enter into an agreement with the City of San José to provide specified services in accordance with any B.E.S.T. funding condition(s).
- Receive payments from the City of San José for project expenses, disburse funds to the applicant and ensure that funds are used in accordance with the Agreement
- Maintain adequate accounting records for the B.E.S.T. funded project.
- Submit project reports to the City of San José as required.
- Participate in the B.E.S.T. Evaluation system

\_\_\_\_\_  
Fiscal Agent (Organization Name)

\_\_\_\_\_  
Address of Fiscal Agent's Authorized Representative

\_\_\_\_\_  
Phone Number and email address of Fiscal Agent's Authorized Representative

\_\_\_\_\_  
Fiscal Agent (Authorized Representative)  
PRINT NAME

BY: \_\_\_\_\_  
Fiscal Agent (Authorized Representative)  
SIGNATURE and TITLE

State of Incorporation or Formation and Type of Legal Entity:

DATE: \_\_\_\_\_

## ATTACHMENT A

### Certification

Proposing Firm Name:		
Address:		
Telephone:		
Facsimile:		
Contact person name and title:		

### **PROPOSER REPRESENTATIONS**

1. Proposer did not, in any way, collude, conspire or agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms, or conditions of this proposal.
2. Proposer additionally certifies that neither proposer nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, any California State agency, or any local governmental agency.
3. Proposer acknowledges that all requests for deviations, exceptions, and approved equals are enclosed herein and that only those deviations, exceptions, and approved equals included in the RFP document or permitted by formal addenda are accepted by the City.
4. Proposer did not receive unauthorized information from any City staff member or City Consultant during the Proposal period except as provided for in the Request for Proposals package, formal addenda issued by the City, or the pre-proposal conference.
5. Proposer hereby certifies that the information contained in the proposal and all accompanying documents is true and correct.
6. Please check the appropriate box below:  
  
☐ If the proposal is submitted by an individual, it shall be signed by him or her, and if he or she is doing business under a fictitious name, the proposal shall so state.  
  
☐ If the proposal is submitted by a partnership, the full names and addresses of all members and the address of the partnership, the full names and addresses of all

members and the addresses of the partnership, the full names and addresses of all members and the address of the partnership shall be stated and the proposal shall be signed for all members by one or more members thereof.

☐ If the proposal is submitted by a corporation, it shall be signed in the corporate name by an authorized officer or officers.

☐ If the proposal is submitted by a limited liability company, it shall be signed in the corporate name by an authorized officer or officers.

☐ If the proposal is submitted by a joint venture, the full names and addresses of all members of the joint venture shall be stated and it shall be signed by each individual.

**By signing below, the submission of a proposal with all accompanying documents shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that they have read and understand the RFP.**

Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	
Complete additional signatures below as required per # 6 above	
Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	
Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	